

CITY OF NOBLESVILLE QUALITY OF LIFE PLAN

November 29, 2010



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City of Noblesville Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedure. Printed documents are not controlled or updated.

1. Mission Statement

The City of Noblesville is committed to enhancing the quality of life for its current and future residents by striving to provide a clean and healthy environment. All City Departments will work toward:

- Pollution prevention
- Compliance with requirements and voluntary commitments set forth by the Indiana Department of Environmental Management and the U.S. Environmental Protection Agency
- Continuous improvement of the environment and annually evaluating City efforts
- Ongoing sharing of environmental decisions and performance information with the Noblesville community
- Educating businesses and citizens on energy saving strategies

The City of Noblesville will impact the community through its CLEAN Community practices and works of the Sustain Noblesville Committee.

A signed copy of the mission statement adopted through resolution is attached as Attachment A.

2. Roles and Responsibilities

The purpose of this procedure is to identify and communicate the roles and responsibilities associated with implementing and maintaining the City of Noblesville's Quality of Life Plan (QLP).

Mayor

The Mayor is responsible for:

- Approving and communicating the City of Noblesville's Mission Statement;
- Providing the resources necessary to develop and implement the Quality of Life Plan (QLP), including associated procedures and goals;
- Appointing and supporting the Stakeholder Committee Leader;
- Reviewing the Quality of Life Plan (including objectives, targets, and action plans) with the Stakeholder Committee Leader on an annual basis; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee Leader

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Definition: The individual(s) identified within the stakeholder committee who has the responsibility and management authority for implementing the Quality of Life Plan.

The Stakeholder Committee Leader is responsible for:

- Day to day control over the Quality of Life Plan and associated documents;
- Providing Quality of Life Plan performance updates to the Mayor to identify areas for improvement/modification;
- Implementing, monitoring, and maintaining the QLP, including associated procedures and goals;
- Coordinating quarterly stakeholder committee meetings and annual QLP audits;
- Serving as the municipality's liaison to IDEM's CLEAN Community Challenge Program Manager; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee

Definition: A cross-functional team made up of individuals within the community that helps to facilitate Quality of Life Plan implementation.

The Stakeholder Committee is responsible for:

- Meeting quarterly to identify changes in operations which require revisions to the QLP;
- Providing assistance to the Stakeholder Committee Leader with Quality of Life Plan development, implementation, monitoring, and maintenance (including Quality of Life Plan procedures and goals);
- Performing other QLP tasks as assigned by the Stakeholder Committee Leader;
- Working with their respective departments to implement the stakeholder committee's initiatives;
- Organizing and participating in employee training as indicated in the Quality of Life Plan;
- Participating in audits on the Quality of Life Plan and associated documents annually after the date of CLEAN designation; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

The Stakeholder Committee is comprised of the following municipal representatives.

Name	Title/Department	Phone	E-mail
Amy Shankland	Grant Coordinator; Stakeholder Committee Leader	317-776-6324	ashankland@noblesville.in.us
Tim Stottlemeyer	MS4 Program Manager	317-770-5132	tstottlemeyer@noblesville.in.us

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T.C. Watson	Head Chemist, Wastewater Department	317-776-6353	tcwatson@noblesville.in.us
Curt Brisco	Parks and Recreation Golf Course Superintendent	317-776-6347	fpsuper12@yahoo.com
Steve Mosbaugh	Assistant Director, Street Department	317-776-6348	smosbaugh@noblesville.in.us

3. Environmental Goals

Identifying and Prioritizing Aspects and Impacts

The purpose of this procedure is to establish methods for identifying and prioritizing the potential environmental aspects associated with municipal activities and services.

Environmental Aspect: An element of a community's activities or services that can interact with the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from a community's activities or services.

- A. The Stakeholder Committee will meet to identify and prioritize the municipality's environmental aspects. This process includes:
 1. Identifying which municipal operations, services, or departments to include in the Quality of Life Plan. The City of Noblesville has identified the scope of this Quality of Life Plan to include the operations undertaken at the Engineering, Parks and Recreation, Street, and Wastewater departments;
 2. Identifying the activities occurring within those operations to determine the municipality's environmental aspects. This is done during a site visit from IDEM and using IDEM's *Environmental Impacts for Municipal Operations Database*;
 3. Determining what potential environmental impacts are associated with each aspect;
 4. Establishing and defining ranking criteria to determine the significance of each aspect;
 5. Prioritizing the aspects in order of their significance; and
 6. Selecting the threshold number to determine significance (example-any aspect ranked 14 or higher has been identified as significant).

See Attachment B for a list of the prioritized aspects and impacts, including the ranking criteria and their definitions.

Identifying Objectives and Targets

The purpose of this procedure is to establish methods for establishing objectives, targets, and action plans for each identified environmental aspect.

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1. The City of Noblesville will select a minimum of five environmental aspects to work on during each three year CLEAN designation period. The Stakeholder Committee will determine objectives, targets, and action plans associated with each aspect.
2. The Stakeholder Committee will document and update the objectives, targets, and action plans at least quarterly in preparation for the CLEAN Community Challenge Annual Performance Report.
3. New departments or operations being added to the Quality of Life Plan will be evaluated for environmental aspects and potential environmental impacts using procedural Step A above.

See Attachment C for Noblesville's five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

4. Implementation and Operation Procedures

Document Control

The purpose of this procedure is to establish methods for controlling documents associated with the City of Noblesville's Quality of Life Plan (QLP) including creating, maintaining, revising, and using QLP documents.

Creating Documents

1. Stakeholder committee members have been assigned tasks for the five environmental projects (Attachment C). Stakeholder committee members are responsible for creating the documents associated with those assigned tasks. The Stakeholder Committee Leader will assist as needed. The goal will be to make these documents as user friendly as possible.
2. The stakeholder committee members will bring draft documents to quarterly stakeholder committee meetings for review and discussion. These documents will be reviewed for clarity and brevity.
3. The stakeholder committee is responsible for reviewing and approving new documents to ensure they meet the needs of the department and QLP, particularly for documents relating to significant aspects.
4. New documents will indicate they are related to the Quality of Life Plan (in a header, title, etc.) and contain the date of creation and revision date (if applicable). The Stakeholder Committee Leader will be responsible for ensuring that these documents are available to the people who need them.
5. Approved documents will be sent electronically to the Stakeholder Committee Leader. All documents will be maintained by the Stakeholder Committee Leader.
6. Additional documents unrelated to the five projects will be created by the Stakeholder Committee Leader and reviewed by the stakeholder committee.

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Revising Documents

1. Any stakeholder can revise a Quality of Life Plan document. The purpose and need for revision must be shown to the Stakeholder Committee Leader to prevent more than one person from working on a document at the same time. All revised documents must be submitted to the Stakeholder Committee for review and approval.
2. Revised documents will be identified by including the revision date on the document.
3. Obsolete documents are promptly removed from points of issue and points of use to prevent their unintended use. The Stakeholder Committee Leader is responsible for ensuring that this is done.
4. Obsolete documents, if retained for historical purposes, are clearly identified as obsolete to prevent their unintended use. The Stakeholder Committee Leader is responsible for keeping these records.

Managing Documents

1. The Stakeholder Committee Leader is responsible for managing and editing the original copies of documents associated with the Quality of Life Plan.
2. All documents will contain the date of issue if new or the date of revision if revised.
3. Each department will have a hard copy and/or electronic copy of the Quality of Life Plan and associated documents. Stakeholders are responsible for ensuring they have the most recent version of a document. A master copy of the plan and associated documents (paper and electronic formats) will be maintained at City Hall in the Stakeholder Committee Leader's office under the heading of CLEAN Community Challenge. In addition, a complete electronic file will be maintained by the Stakeholder Committee Leader also located in their office. The Stakeholder Committee Leader is responsible for maintaining these documents and periodically verifying their location.
4. Printed documents are identified as uncontrolled documents.
5. The Stakeholder Committee Members are responsible for revising documents as necessary and providing the updated version to the Stakeholder Committee Leader. The Stakeholder Committee Leader will then ensure that all members receive their updated copies.
6. The Stakeholder Committee is also responsible for reviewing all approved documents at least annually.

Archiving Documents

1. The SCL is responsible for managing outdated QLP documents in the "QLP Document Archive" folder on the hard drive.

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2. Documents which become outdated are removed from points of issue to prevent their unintended use. Those documents will be replaced with an updated version.
3. Documents which become outdated, but are retained for legal or other purposes, are clearly identified as obsolete to prevent their unintended use.

Record Keeping

The purpose of this procedure is to establish methods for maintaining and disposing of records relating to the City of Noblesville's Quality of Life Plan.

Record: A document stating results achieved or providing evidence of activities performed. These include complaint records, training records, incident reports, inspection records, audit results, and records of legal requirements such as permits.

1. Documents that are generated due to environmental monitoring and measurements, environmental legal requirements, and city wide Quality of Life Plan procedural requirements qualify as QLP records.
2. It is important to maintain evidence (records) that QLP procedures and activities are being performed. These records will be useful references as the Stakeholder Committee implements, maintains, and improves the Quality of Life Plan.
3. All environmental and QLP related records will be maintained as indicated in the Record Retention Table (Attachment D).
4. QLP related records may be destroyed any time after their retention period.

Communication

The purpose of this procedure is to establish methods for managing internal and external communications regarding environmental issues.

Internal Communication

1. Information between departments is shared at weekly department head meetings.
2. Department heads share information with employees at department meetings on a varied basis.
3. Information is also shared with employees via e-mail and intranet postings.
4. Contractors are kept informed on the municipality's commitment to the environment. Contracts contain information on environmental issues relating to the particular work being performed. The project engineer is responsible for ensuring the contractors adhere to the contract.

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External Communication

1. Inquiries and complaints are routed to a particular department depending on the nature of the inquiry, primarily through e-mails. The department is then responsible for examining the situation and creating solutions if needed.
2. Records of complaints are kept at the individual departments, either through e-mails or a complaint form.
3. Another e-mail is sent back to the utility office and the resolution to the issue is checked. The supervisor of each department is notified and he or she is responsible for following up on any necessary items. The mayor is also informed and he or she will check the situation if needed.

Emergency Preparedness and Response

The purpose of this procedure is to identify and respond to environmental emergencies and prevent and mitigate the associated environmental impacts.

1. The Noblesville Fire Department Hazardous Materials division maintains Tier II reporting forms, has a flow study of transportation routes, and conducts site assessments of facilities and processes that may pose a threat to significant environmental aspects.
2. Some hazards, including accidents, malfunctions, or spills, may require an emergency response depending on the nature of the incident. If so, the Noblesville Fire Department hazmat team is ready to respond up to the highest level.
3. The Noblesville Fire Department has Standard Operating Procedures for hazardous material response as well as the Hamilton County Community Emergency Response Plan to help protect the environment in case of emergencies.
4. The Noblesville Police Department is working with the fire department to familiarize and use the Incident Action Plans as required by the National Response Framework and National Incident Management System. The Support Division Lieutenant in the police department stores criminal response related contingency plans.
5. In the fire department, coordination of emergencies varies depending on the type and nature of the event. The Incident Command System, Emergency Support Functions, and National Incident Management System are utilized.
6. The City of Noblesville has arrangements with local fire, police, and health care providers to inform individuals of potential emergency situations within a given building or department. Once a creditable threat is identified, staff gives out notifications.
7. The public safety training division and Operations reviews incidents and emergencies.

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8. Public safety official evaluate emergency response plans for effectiveness following an incident or emergency by After Actions Reports and Post Incident analysis.

In the event of an emergency:

1. Department heads are responsible for coordinating the response in the event of a departmental emergency.
2. Employees are aware of emergency preparedness and response procedures.
3. Emergency response activities are reviewed for effectiveness following an incident or emergency as necessary.
4. The City of Noblesville participates in several regional emergency response plans. These include:
 - a. Hamilton County Emergency Management Plan (located with the Hamilton County Emergency Management Agency)
 - b. Departmental Spill Prevention Control and Countermeasure Plans
 - c. Municipal Separate Storm Sewer System (MS4) Plan (located in Engineering Dept.)
 - d. Local Emergency Planning Committee (LEPC) (information stored at Police Department and several other locations i.e. Noblesville Fire Department, Hazmat truck, Emergency Management Agency, etc.)
 - e. National Incident Management System training (information stored at Police Department and several other locations i.e. Noblesville Fire Department, Hazmat truck, Emergency Management Agency, etc.)

Employee Training

The purpose of this procedure is to establish methods for educating municipal employees of environmental issues relating to the town's activities and developing a system to maintain training records.

Environmental awareness and competency training is the foundation for employee awareness, involvement, and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the Quality of Life Plan. The City of Noblesville ensures employees' environmental awareness and competence through one or more of the following methods:

- Monthly department head meetings
- Departmental meetings
- Annual environmental and safety training
- Annual wastewater process and maintenance training
- Bulletin Boards/Fact Sheets
- E-mails
- Memos

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- Department updates following bi-monthly Sustain Noblesville Committee meetings

Department heads are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.).

5. Monitoring and Progress Review

Internal Audit

The purpose of this procedure is to establish methods for conducting audits on the City of Noblesville's Quality of Life Plan (QLP). The purpose of a QLP audit is to determine if the QLP:

- Is functioning effectively as written or if modifications need to be made;
 - Has been properly implemented, monitored, and maintained; and
 - Continues to meet Indiana CLEAN Community Challenge program requirements.
1. The Stakeholder Committee Leaders will schedule an audit of the Quality of Life Plan at least annually. The stakeholder committee will participate in the audit.
 2. The audit will include the Quality of Life Plan, its associated documents, and procedures.
 3. The audit will also include a comparison of all objectives and targets to the baseline data established for each action plan.
 4. The audit will also look for evidence that the procedures identified in the QLP are being implemented and that they continue to be effective.
 5. The stakeholder committee will record audit notes and findings using the Quality of Life Plan Audit Form provided by the CLEAN Community Challenge Program or a similar audit form created by the municipality.
 6. Deficiencies identified during the audit will be assigned to a stakeholder committee member for follow up. Results from follow up activities will be shared at quarterly stakeholder committee meetings.
 7. During the annual audit, results from previous audits will also be reviewed to determine if deficiencies were resolved.
 8. Audit results will be shared with the Mayor and department heads.
 9. Audit results will be included in the CLEAN Community Challenge Annual Performance Report which is due to the Indiana Department of Environmental Management and municipal officials each year, two months after the date of CLEAN designation.
 10. Audit results are stored in accordance with the Quality of Life Plan Record Keeping Procedure.

6. Community and Business Outreach

The purpose of this procedure is to establish methods for:

- Informing the community and local businesses of important issues relating to the municipality's environmental performance; and

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- Informing the community and businesses of the municipality's progress toward achieving objectives and targets.

The Stakeholder Committee Leader will ensure at least one of the following methods to inform the community and local businesses on important issues relating to the municipality's environmental performance and on the municipality's progress towards achieving objectives and targets:

1. Environmental performance information and progress towards objectives and targets will be shared with the residents and businesses of Noblesville throughout the year using one or more of the methods identified below.
2. The Stakeholder Committee Leader will retain copies of information shared with the community and businesses regarding the city's environmental performance and progress towards objectives and targets. These copies may include printed and electronic copies of meeting notes, presentation notes, webpage views, letters, brochures, copies of press releases, etc.

- Website
- Social media
- Press releases
- Quarterly city newsletters
- Utility Bills
- TV/Radio
- Phone, mail, e-mail
- Meet and greet events
- Door to door information sharing
- Semi-annual recycling and hazardous waste pick up newsletter
- Town council meetings

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Resolution #RC-17-10

Department of Economic Development

Section 1. BE IT NOW RESOLVED, by the Common Council of the City of Noblesville, Hamilton County, Indiana, that the City fully approves the mayor's Sustain Noblesville Committee's Comprehensive Local Environmental Action Network mission statement (CLEAN) which follows:

The City of Noblesville is committed to enhancing the quality of life for its current and future residents by striving to provide a clean and healthy environment. All City Departments will work toward:

- Pollution prevention
- Compliance with requirements and voluntary commitments set forth by the Indiana Department of Environmental Management and the U.S. Environmental Protection Agency
- Continuous improvement of the environment and annually evaluating City efforts
- Ongoing sharing of environmental decisions and performance information with the Noblesville community
- Educating businesses and citizens on energy saving strategies

The City of Noblesville will impact the community through its CLEAN Community practices and works of the Sustain Noblesville Committee.

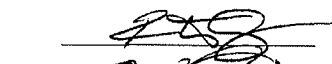
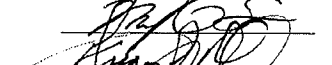
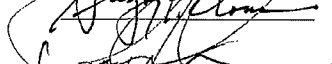
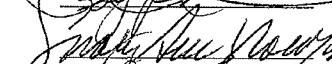
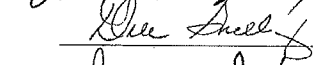

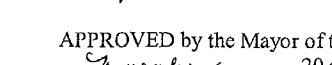
Section 2. WHEREAS, the Sustain Noblesville Committee will be applying to become a CLEAN Community by the end of 2010.

Section 3. WHEREAS, by becoming a CLEAN Community, the City of Noblesville will receive numerous benefits to help educate and encourage residents and businesses to be energy efficient and environmentally conscious. These benefits include increased communication with the Indiana Department of Environmental Management, CLEAN signage, and a greater advantage when applying for grant opportunities.

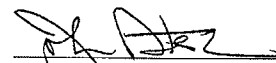
ADOPTED this 23rd day of November, 2010 by the Common Council of the City of Noblesville, Indiana

AYE

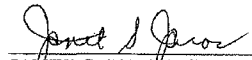
NAY

	Brian Ayer	_____
	Mark Boice	_____
	Greg O' Connor	_____
	Roy Johnson	_____
	Mary Sue Rowland	_____
	Dale Snelling	_____
	Stephen Wood	_____

APPROVED by the Mayor of the City of Noblesville, on this 23rd day of November, 2010.


JOHN DITSLEAR, MAYOR
CITY OF NOBLESVILLE, INDIANA

ATTEST:


JANET S. JAROS, CLERK-TREASURER
CITY OF NOBLESVILLE

Aspect	Impact	Activity	Frequency of impact	Severity of impact	Potential for Reductions	Significance
Air						
Aerosol cans	Degrade air quality; Hazardous waste	Use of aerosol products	5	1	2	8
Air emissions	Degrade air quality	Driving vehicles or using equipment; Operation of power tools; Painting; Planning/Managing traffic flow; Maintenance of lawns, fields, and easements	5	3	4	12
Dust, noise, and vibrations	Degrade air quality	New construction (bridges, roads, and utility lines); Excavation activities. Use of large equipment	5	3	2	10
Evaporative loss	Degrade air quality	Storage of automotive fluids, solvents, and cleaners	5	4	5	14
Freon	Deplete ozone	Manage food and beverage services and concession stands; Temperature control system	5	5	5	15
Aspect	Impact	Activity	Frequency of impact	Severity of impact	Potential for Reductions	Significance
Hazardous Material						
Absorbents and hazardous waste from clean up	Hazardous waste	Spill mitigation	4	2	2	8
Adhesives and solvents	Hazardous waste	Install and maintain flooring	5	1	2	8
Asbestos containing materials	Hazardous waste	Renovations, demolition, and new construction; Plumbing, Roof maintenance	2	3	2	7
Chemical cleaner	Hazardous waste	Chemical cleaners used	5	2	2	9
Fertilizers, Pesticides, Herbicides	Hazardous material; Contaminate groundwater, surface water, and soil, and kill non-target species	Fertilizer, pesticide, herbicide preparation, transport, use, cleanup, and disposal	5	5	5	15
Fluorescent lights	Hazardous waste	Electrical; Renovations, demolition, and new construction	5	4	5	14
Lead-containing materials	Hazardous waste	Painting, Plumbing	1	5	1	7
Oil based paints	Hazardous waste	Painting (streets, tunnels, and bridges)	2	3	2	7
Rechargeable batteries (Nickel cadmium and Lithium)	Hazardous waste	Operation of power tools	5	3	2	10
Solvents	Hazardous waste	Prepare surfaces for paint and stains; Parts cleaning	5	2	2	9
Aspect	Impact	Activity	Frequency of impact	Severity of impact	Potential for Reductions	Significance
Water						
Abandoned chemicals	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	1	1	1	3
Contaminated tools, rags, or paper towels	Contaminate groundwater, surface water, and soil	Using shop towels or paper towels to apply or remove regulated fluids; Application of non-latex paints and stains including spray application	5	2	1	8
Increased impermeable surface	Increase flooding	New construction (bridges, roads, and utility lines)	5	5	5	15
Litter	Contaminate surface water	Street sweeping and cleaning catch basins and retention ponds; Waste management	5	4	5	14
Oil storage and delivery (leaking tanks and pipes)	Contaminate groundwater, surface water, and soil	Hydraulic lifts; Oil-water separator	5	4	5	14

Aspect	Impact	Activity	Frequency of Impact	Severity of Impact	Potential for Reductions	Significance
Water continued						
Potential backflow or cross connections	Contaminate drinking water	Plumbing	1	4	2	7
Salt or chemical for ice control	Contaminate groundwater, surface water, and soil	De-icing parking lots and sidewalks	4	3	4	11
Spills	Contaminate groundwater, surface water, and soil, and kill non-target species, Hazardous waste	Storage, use, transport of fluids, solvents, cleaners, paints, pesticides, etc.; Filling tanks/equipment with fuel; Leaking vehicles/equipment.	4	2	4	10
Water use	Deplete natural resources; Add load to wastewater treatment plant	Water consumption in municipal departments	5	3	5	13
Wax strippers	Stress on microbes at wastewater treatment plant or in septic	Cleaning stadiums and miscellaneous equipment; Floor maintenance		2	2	4

Aspect	Impact	Activity	Frequency of Impact	Severity of Impact	Potential for Reductions	Significance
Materials						
Antifreeze	Toxic chemical	Irrigation systems; Winterize restrooms; Maintain pools, water parks, and decorative fountains	4	1	2	7
Asphalt	Deplete natural resources	Maintenance of blacktops	4	2	2	8
Carpets, tiles, and wood	Decrease landfill life and deplete natural resources	Install and maintain flooring	1	3	2	6
Fuel use	Deplete natural resources	Operation of vehicles and equipment	5	5	5	15
Ink for printers	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	5	1	3	9
Mulch	Improve quality of life	Tree and bush trimming, chipping, and shredding of woody debris	4	3	2	9
Paper use	Deplete natural resources; Decrease landfill life	Education, Outreach, Billing	5	4	5	14
Potential impacts from products used	Deplete natural resources	Purchasing	5	3	3	11
Toner cartridges	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	5	1	3	9
Used oil filters	Deplete natural resources	Change oil filters	4	2	5	11
Used tires	Banned from landfills	Tire Maintenance	4	2	2	8
Waste antifreeze	Deplete natural resources	Change antifreeze	4	1	2	7

Aspect	Impact	Activity	Frequency of Impact	Severity of Impact	Potential for Reductions	Significance
Other						
Aesthetics	Improve quality of life	Ordinances, monitoring, and enforcement	5	5	5	15
Carcasses	Health risk and odor	Removal of road kill, dead pest species, or homeless domestic animals	5	4	2	11
Clearing land	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	New construction (bridges, roads, and utility lines)	5	2	2	9
Disturb native flora and fauna	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	Excavation activities for installation or repair; Golf course operations; New construction (bridges, roads, and utility lines)	5	2	2	9

Aspect	Impact	Activity	Frequency of Impact	Severity of Impact	Potential for Reductions	Significance
Electricity use	Deplete natural resources	Indoor/Outdoor Lighting; Operation of power tools; Pump and motor maintenance; Use of electronic equipment; etc.	5	5	5	15
Empty containers, packaging, and used personal protective equipment	Decrease landfill life; Contaminate groundwater, surface water, and soil	Clean up after pesticide application; Pesticide (storage, mixing, application, clean-up, disposal); Cleaning	5	4	2	11
Grass clippings and leaves	Decrease landfill life or compost	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	5	3	5	13
Precipitation in secondary containment	Increase corrosion of tanks	Manage precipitation in secondary containment for above ground storage tanks (ASTs)	4	3	5	12
Recyclable materials	Extend landfill life	Waste management	5	4	5	14
Solid waste	Decrease landfill life	Generation of solid waste in municipal departments	5	4	5	14

Definitions of Ratings
Frequency of occurrence
5 = Occurs daily
4 = Occurs weekly
3 = Occurs monthly
2 = Occurs yearly
1 = Occurs rarely, if ever
Severity of Impact
5 = Very large, impact irreversible
4 = Serious (likely to result in severe or widespread damage to human health or the environment)
3 = Moderate (may affect resources beyond the property line, correction will take planning and company resources)
2 = Minor (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No impact (unlikely to have an adverse impact on human health or the environment)
Potential Reduction in Waste, Emissions, or Releases
5 = Very likely
4 = Likely
3 = Somewhat likely
2 = Not likely
1 = No potential
Significance
Determined by summation of rankings. Aspects ranked 14 or greater are deemed significant.

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Environmental Goal 1: Electricity Use				
Aspect: Electricity use				
Impact: Deplete natural resources				
Objective: Reduce electricity consumption in CLEAN department buildings- Parks and Recreation, Wastewater (WW), Street, City Hall (Engineering)				
Target: Reduce electricity consumption in CLEAN department buildings- Parks and Recreation, Wastewater, Street, Engineering (city hall) by 3% in 2011, 3% in 2012, and 4% in 2013 (total of 10% by end of 2013).				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: The City's I/T Department has already implemented shutting down computers at a certain time each day in city hall, expanding to other departments will be beneficial as well. Wastewater also starting program. City should see good results and increase positive PR.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Establish baseline of electricity usage first six months of 2011 for each department.	Collect data by June 2011. Begin tracking usage quarterly once baseline is established.	Don Seal, TC Watson, Tim Stottlemeyer, Steve Mosbaugh	Parks, Wastewater, Street, Engineering	Creation of tracking database; kilowatts per hour usage.
I/T Department turns off computers at designated times in Wastewater, Parks, Street buildings.	March 2011	Jason French	I/T	Computers are set for shutting down at same time each day.
Gradually change all light bulbs from incandescent to energy efficient	2011- 2013 As bulbs burn out- continuous	Maintenance personnel (Brian Stone at city hall)	Parks, Wastewater, Street, Eng., Maintenance	Number of light bulbs changed out per year

Identify and evaluate other energy saving measures.	Quarterly, 2011 - 2013	Amy Shankland	Stakeholder Committee	Record new energy saving measures in Environmental Initiatives document
Track and record energy consumption per quarter	Quarterly starting January 2011	Amy Shankland	Stakeholder Committee	Kilowatts per hour usage (electricity bills)
Review action plan quarterly to determine if meeting target	Quarterly through December 2013	Stakeholder Committee	Stakeholder Committee	Updated action plan/target; Meeting notes

Environmental Goal 2: Agrochemical Use

Aspect: Fertilizers, Pesticides, Herbicides

Impact: Hazardous materials contaminate groundwater, surface water, and soil, and kill non-target species

Objective: Reduce adverse impact on water quality from these products, reduce or eliminate phosphorous in CLEAN departments.

Target: Reduce quantity of agro chemicals by 4% in 2011, 3% in 2012, and 2% in 2013 (9% at end of three years), measured in pounds for dry fertilizer and gallons for liquid.

Legal Requirements: MS4

Reason(s) for Selecting this Aspect: Adverse impact to water quality and potential for reduction

Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Determine baseline agrochemical consumption for third and fourth quarters, 2010	By December 31, 2010	Curt Brisco (Parks), TC Watson, Steve Mosbaugh	Parks, Wastewater, Street	Creation of tracking database; pounds and gallons of usage

Work with departments to develop agro-chemical needs and guidelines for application	Jan - Dec 2011	Tim Stottlemeyer, Ira Goldfarb	Parks, Wastewater, Street	Completion of guidelines
Train appropriate staff on agrochemical guidelines and procedures (six full time golf course staff members are currently trained, need remaining personnel to be trained)	Jan- Dec 2011	Parks- Don Seal, Curt Brisco; Wastewater- TC Watson; Street- Steve Mosbaugh	Parks, Wastewater, Street	Training records
Examine purchasing of type of products and revise if needed to reduce chemical usage	Jan - Dec 2011	Tim Stottlemeyer, Ira Goldfarb	Parks, Wastewater, Street	Revision of purchasing guidelines for agro chemicals.
Apply less agro chemicals to achieve desirable results	Jan - Dec 2011, 2012, 2013	Maintenance Staff (Brian Stone at city hall)	Parks, Wastewater, Street	Application of less chemicals (pounds, gallons)
Track and record agrochemical use per quarter in a log.	Quarterly starting January 2011	Maintenance Staff, Curt Brisco with golf courses	Parks, Wastewater, Street	Pounds and gallons
Review action plan quarterly to determine if meeting target	Quarterly through December 2013	Tim Stottlemeyer, Ira Goldfarb, Curt Brisco with golf courses	Stakeholder Committee	Updated action plan/target; Meeting notes

Environmental Goal 3: Low Impact Development

Aspect: Increased permeable surface

Impact: Increase flooding

Objective: Create low impact development in design and implementation of design for Hague Road Nature Center (outdoor living classroom)

Target: Reduction in impervious surface, demonstrate low impact development vs. conventional approach benefits, 25% impervious reduction at Hague Road Nature Center versus conventional approach

Legal Requirements: MS4 and Rule 5

Reason(s) for Selecting this Aspect: Great potential for public education, improve storm water quality, reduce runoff quantity.

Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Design of Hague Road Nature Center	2011	Architect selected by Parks	Parks and WW	Completion of design
Construction of Hague Road Nature Center	2012 *	Contractors selected by Parks, Board of Works to make final selection.	Parks	Completion of Nature Center
Monitoring of nature center impact vs. impact of conventional, similar sized-facilities	Quarterly, 2013	Don Seal, Parks maintenance staff	Parks and WW	Reduction of runoff compared to conventional facilities
Public Education	Jan – Dec 2013	Tim Stottlemeyer	WW	Educate public
Review action plan quarterly to determine if meeting target	Quarterly through December 2013	Don Seal, Parks maintenance staff	Stakeholder Committee	Updated action plan/target; Meeting notes

* Subject to funding/Council action, current discussion of bond issue with TIF money

Environmental Goal 4: Recycling

Aspect: Recyclable materials
Impact: Extend landfill life

Objective: Increase recyclables collected in Parks, Wastewater, Street, and Engineering (city hall) building, expanding to fluorescent bulbs, mercury bulbs, and electronics. Make recycling easier than putting items in trash, put recycle signs on bins.

Target: Increase recycling (and maintain this rate) by 15% from 2011 to 2013.

Legal Requirements: Universal Waste Rule

Reason(s) for Selecting this Aspect: Make Wastewater Model and expand to other departments, expand recycle, reduce, uniform purchasing.

Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Establish baseline in all CLEAN Departments	Jan – Mar 2011	Don Seal, TC Watson, Tim Stottlemeyer, Steve Mosbaugh	Parks, Wastewater, Street, Engineering, Maintenance	Number of trash and recycling containers collected each month; Creation of tracking database
Develop Protocols and Training	Apr 2011	Amy Shankland/TC Watson	Wastewater	Completed training document
Documented Staff Training	Jun – Dec 2011	Amy Shankland	Parks, Wastewater, Street, Engineering, Maintenance	Training sessions are completed and signed
Establish pick ups from each facility through Republic	June – July 2011	TC Watson	Wastewater	Pick up routes are established
Measure number of full gray recycling containers each month	Jan – Dec 2011, 2012, 2013	Don Seal, TC Watson, Tim Stottlemeyer, Steve Mosbaugh, Brian Stone	Parks, Wastewater, Street, Engineering, Maintenance	Number of containers/cubic yards documented each month
Break down types of recyclables-regular, fluorescent bulbs, mercury bulbs, electronics	Jan – Dec 2011, 2012, 2013	Maintenance (Brian Stone at city hall), Randy Neff at parks)	Parks, Wastewater, Street, Engineering, Maintenance	Number of different materials recorded each month
Track and record recycling data per quarter	Quarterly starting January 2011	Amy Shankland	Stakeholder Committee	Cubic yards

Review action plan quarterly to determine if meeting target	Quarterly through December 2013	Stakeholder Committee	Stakeholder Committee	Updated action plan/target; Meeting notes

Environmental Goal 5: Purchasing

Aspect: Potential impacts from products used				
Impact: Deplete natural resources; Decrease landfill life				
Objective: CLEAN departments to use more environmentally friendly products.				
Target: Increase use of products that are made of recycled materials or materials that are recycled more easily by 15% in 2013.				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: City is already working to combine departments and partner with other organizations for purchasing. Having the CLEAN departments work together to do the same is logical.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Inventory number of environmentally beneficial products used in CLEAN departments	Jan- Mar 2011	Amy Shankland	Stakeholder Committee	Inventory list of products
Education of office managers, maintenance staff on environmentally friendly products.	January – June 2011	Amy Shankland, Tim Stottlmyer, Steve Mosbaugh, TC Watson, Don Seal, Brian Stone	Parks, Street, Wastewater, Engineering, Maintenance	Creation of a tracking database; Tracking of environmentally friendly products purchased
Cost effectiveness is compared to results achieved with new products.	June 2011- December 2011	Office Managers, Maintenance Staff (Brian Stone in city hall)	Parks, Street, Wastewater, Engineering, Maintenance	Comparison of costs from previous products vs. new products.

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Listing of new products used in all departments and previous products.	January – December, 2012 and 2013	Office Managers, Maintenance Staff (Brian Stone in city hall)	Parks, Street, Wastewater, Engineering, Maintenance
Track and record progress made per quarter	Quarterly starting January 2011	Amy Shankland	Stakeholder Committee
Review action plan quarterly to determine if meeting target	Quarterly through December 2013	Amy Shankland	Stakeholder Committee
			Updated action plan/target; Meeting notes
			Number of environmentally friendly products
			Spreadsheet tracking.

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Attachment D - Record Retention Table	Page 1 of 1

Record Retention Table

Name of Record	Person Responsible	Location	Retention Timeframe
Environmental Regulatory Requirements			
NPDES Permit-Wastewater	Karrie Hutson, Wastewater Utility	Wastewater Treatment Plant	3 years
NPDES Records- Wastewater	Karrie Hutson, Wastewater Utility	Wastewater Treatment Plant	5 years
Spill Prevention Control & Countermeasure Plan (SPCC)	Brian Stone, Maintenance	City Hall	3 years
Wellhead Protection Plan	Five water companies servicing Noblesville, primarily Indiana- American Water	All five water utility offices	Indefinitely
Quality of Life Plan			
Audit Results			5 Years
Communication & Outreach Records	Stakeholder Committee Chair Amy Shankland	Mayor's Office	5 Years
Environmental Initiative Tracking Sheets	Amy Shankland	Mayor's Office	5 Years
Stakeholder Committee Meeting Minutes	Amy Shankland	Mayor's Office	5 Years
Training Records	Amy Shankland	Mayor's Office	5 Years

